



## Community Development Department Planning Division

14177 Frederick Street  
PO Box 8805  
Moreno Valley, CA 92552-0805



(951) 413-3206



Fax (951) 413-3210

# Accessory Dwelling Units (ADUs)

## SUBMITAL REQUIREMENTS

- Completed Project Application
- Seven (7) sets of plans which should include:  
Site Plan and Architectural Plans (Elevations)
- Two (2) sets of the Preliminary Grading Plan
- Copy of Preliminary Title Report, if easements exist
- Color Photos of the Existing Building(s) on site
- Current Application Fee \$ \_\_\_\_\_

## EXHIBIT REQUIREMENTS

### SITE PLAN (minimum scale shall be 1 inch = 20 feet)

- Title block indicating drawing scale, name, address and telephone number of applicant, person responsible for preparing plans, date of plan preparation, North arrow (top of plan to be oriented to the North).
- Legal description, Assessor's Parcel Number, and size of Parcel
- Indicate location of all existing mature trees or large boulders
- Indicate building distance from all property lines and accessory structures
- Indicate location and type of proposed and existing fencing, gates, walls, fire hydrants, utility poles, street lights, driveways, and street improvements
- Indicate location and names of all streets, alleys and right-of-way providing legal access to the property
- Indicate existing and proposed grading contours and pad elevations.

### ARCHITECTURAL PLAN (minimum scale shall be 1/8 inch = 1 foot)

- Elevations shall show all dimensions and all sides of the structure
- Provide a roof plan with pitch
- Provide a preliminary floor plan with dimensions

## APPLICATION PROCESS

Each application must be submitted with the required processing fee and all applicable submittal requirements. Additional information or materials may be needed before an application is accepted as COMPLETE. An incomplete application may be closed if it remains inactive for 180 days or more.

## **PLANNING DIVISION**

### **Accessory Dwelling Unit Requirements**

#### **A. Purpose and Intent.**

1. Accessory dwelling units (ADU) as defined herein are a permitted accessory use. This chapter establishes location and development standards for the construction and occupancy of accessory dwelling units on single-family residential lots. The standards herein serve to ensure accessory dwelling units are constructed in a manner that is consistent with the requirements and allowances of state law.
2. An accessory dwelling unit does not exceed the allowable density for a lot upon which an ADU is built. ADUs are a residential use that is consistent with the existing general plan and zoning designation.

#### **B. Applicability.** Each accessory dwelling unit (ADU) shall require approval of an administrative plot plan, and shall comply with the development standards for the district in which it is located and the provisions of this section.

#### **C. Property Development Standards.** Accessory dwelling units shall comply with the following development standards:

1. The lot is zoned for single-family or multifamily use and contains an existing, single-family dwelling.
2. Only one ADU is allowed per lot/parcel.
3. The ADU must be on the same lot as the existing dwelling.
4. The ADU shall not be for sale separate from the primary residential dwelling on site, unless the land containing the second unit accessory dwelling unit (ADU) is first divided from the property containing the main unit in accordance with the city's subdivision regulations.
5. The applicant shall be the owner-occupant of the property and shall reside in either the primary residence or the ADU.
6. The minimum lot size for a parcel to be eligible for a detached accessory dwelling unit (ADU) shall be seven thousand two hundred (7,200) square feet. There is no minimum lot area required for an attached ADU.
7. Total lot coverage, including the ADU, shall be as permitted within the underlying zoning district. If no lot coverage is specified, the maximum lot coverage allowed is 50%.
8. The minimum square footage of a detached ADU shall be four hundred fifty (450) square feet. The unit shall include permanent provisions for living, sleeping, eating, cooking, and sanitation.
9. The maximum square footage of the ADU shall be no greater than one thousand two hundred (1,200) square feet, except when the primary dwelling unit is one thousand two hundred fifty (1,200) square feet or smaller. In that case, the ADU may exceed one thousand two hundred fifty (1,200) square feet subject to the development standards for the zoning district.
10. ADUs shall follow the development standards of the zone in which a lot is located, including but not limited to height, lot coverage, and setbacks.
11. Setbacks are not required for an existing garage that is converted to an ADU. An ADU that is constructed above a garage requires a five foot setback from the side and rear lot lines.

12. ADUs shall be located at the rear or the side of the existing single family dwelling unless it is demonstrated to the satisfaction of the Community Development Director that the ADU can only be located in front of the single family dwelling due to extraordinary or physical constraints of the lot.
13. The entrance to an attached ADU shall be separate from the entrance to the primary dwelling unit and shall be located/designed in a manner as to eliminate an obvious indication of two units in the same structure.
14. Plans that demonstrate an unobstructed pathway extending from a street to one entrance of the ADU are desirable prior to approval of an ADU application; however, is not a mandatory requirement for an ADU.
15. The unit shall have adequate water supply and sewage disposal capability.
16. ADUs, when converted from existing accessory structures, are permitted without additional restrictions provided the structure has independent exterior access and side and rear setbacks sufficient for fire safety.
17. ADUs shall be subject to all development fees specified by city ordinances or resolutions for ADUs.
18. Parking Requirements, consistent with Chapter 9.11 of this title:
  - a. One parking space is required per bedroom of an Accessory Dwelling Unit and may be provided through tandem parking.
  - b. Parking is allowed in rear and side setback areas. No parking is allowed in front setback areas.
  - c. When a garage or covered parking structure is demolished in conjunction with the construction of an Accessory Dwelling Unit, the replacement parking spaces may be located in any configuration on the same lot as the Accessory Dwelling Unit, including but not limited to covered spaces, uncovered spaces, or tandem spaces. However, replacement parking will not be a mandatory requirement.
19. Parking Exemptions. Additional parking spaces are not required for Accessory Dwelling Units in any of the following instances:
  - a. The ADU is located within one-half mile of a public transportation stop along a prescribed route according to a fixed schedule; or
  - b. The ADU is located within one block of a car share parking spot; or
  - c. The ADU is located in a historic district listed in or formally determined eligible for listing in the National Register of Historic Places and the California Register of Historical Resources or as a City Historic Preservation Overlay Zone; or
  - d. When on-street parking permits are required but not offered to the occupant of the Accessory Dwelling Unit; or
  - e. The Accessory Dwelling Unit is part of the existing Dwelling Unit or an existing accessory structure.

20. New detached or attached ADUs shall be compatible with the architectural style of the primary residence in design features. To determine architectural compatibility, the ADU must possess at least three of the following design elements in common with the primary building on the site:
  - a. Wall covering materials (wood, stucco, metal);
  - b. Wall texture (smooth, stucco, lace stucco, lap siding);
  - c. Roofing material (tile, shake, composition, metal);
  - d. Roof pitch;
  - e. Structural eaves;
  - f. Mass and scale of structure relative to structural height;
  - g. Window characteristics (few or numerous, single pane, multi-pane, decorative); and
  - h. Decorative treatments (pop-outs, columns, dormers, window surrounds, decorative arches)
21. Outside stairways serving ADUs should not be located on any building elevation facing a public street; and when unavoidable, the design of the stairway shall mute/mitigate any potential negative aesthetic impact and maintain the character of the existing single family residence.
22. The property owner(s) shall enter into a written agreement with the city, in which the owner(s) agree to use the premises in compliance with the requirements of this section, any applicable enactments of the city council, and in form acceptable to the city attorney and the community development director. The written agreement shall include that any lease executed on an ADU shall automatically become a month to month tenancy at the time of sale or transfer of the property. Recordation of such agreement in the files of the county recorder shall be completed prior to issuance of a building permit for the ADU.

(Ord. 912 § 20, 2016; Ord. 817 § 3.3, 2010; Ord. 475 § 1.4 (part), 1995; Ord. 428 § 1.2, 1994; Ord. 359, 1992)

**LAND DEVELOPMENT DIVISION**  
**Submittal Requirements for Single Family and Accessory Dwelling Units**  
**Preliminary/Conceptual Grading Plans**

1. Show all curb and gutter, both existing and proposed. Dimension from centerline of street and property line.
2. Show street width (curb to curb), right of way width and centerline of street.
3. Show Property line with all bearings and distances with bold lines.
4. Show all sidewalks, dimension width and distance from property line.
5. Show driveways to scale with curb transitions fully dimensioned.
6. Show existing contours and proposed contours at one/half-foot interval.
7. Show house footprint with pad elevation and finished floor elevation.
8. Show existing spot elevations of lot at all corners and directional changes in property lines.
9. Show footprint of existing homes adjacent to property within 20 feet of lot lines.
10. Show existing driveways of adjacent properties.
11. Show nearest fire hydrant and nearest street light.
12. Show drainage flow arrows from high point at rear of home to back of sidewalk where water will drain through driveway ramp. (all proposed drainage shall be shown)
13. Show elevations of drainage swale around house at key points so that flow line gradients can be determined.
14. Show location of sewer and water lateral connections.
15. Show location of septic system and leach field if applicable.
16. Show water meter location and vaults for cable, telephone and other underground services.